

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129
Contractual position



Currently accepting applications for:
Program Coordinator – Housing Stability
Department of Citizen Services
An Equal Opportunity Employer

Program Coordinator – Housing Stability – Department of Citizen Services, Bureau of Housing

\$20.04 hourly, Contractual 40 hours per week.

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on Friday, September 10, 2021

The Department of Citizen Service is seeking an ambitious and resourceful individual to join our team as Housing Stability Coordinator for the Bureau of Housing.

As the Housing Stability Coordinator for Carroll County Bureau of Housing you will provide outreach, engagement, and advocacy for homeless individuals and families who are seeking housing in our programs and/or have been referred and are currently in housing programs. The Coordinator will follow the Housing First Model when working with individuals. Tasks include outreach, assessment, intake, case management, and other supportive services to assist persons eligible for housing services in Carroll County. Employ creative strategies to empower participants to secure and maintain permanent and affordable housing through various housing programs.

This position works closely with the Human Services Program of Carroll County Inc. and represents the Bureau of Housing at the local landlord association meetings.

An ideal candidate will enjoy working with partner agencies throughout the county, adapt easily, is able to work independently, takes initiative and is eager to learn.

Qualifications:

1. Bachelor's degree in sociology, behavioral science, business, or related field.
2. Three (3) years' experience in human service field in case management capacity, consumer and financial education, or work with housing programs.

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Paid-time off
- ✓ 12 paid holidays

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted: 8/20/2021
(22-38)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.